



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Emergency and Staff Coverage

POLICY NUMBER: DJJ 106

TOTAL PAGES: 3

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

,COMMISSIONER

I. POLICY

Emergencies may necessitate that staff be required to report for, or remain on, duty beyond their normal work hours.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice offices and facilities.

III. DEFINITION

Refer to Chapter 100.

IV. PROCEDURES

A. Emergencies

1. Emergencies shall be the occurrence, or the imminent threat of occurrence, of the situations listed below:
 - a. Escape from a facility;
 - b. Death;
 - c. Serious Assault or Injury;
 - d. Major fire or disturbance;
 - e. Community placement disruptions;
 - f. Other matters considered to be of a serious nature.
2. On-duty staff may be required to work beyond their normal work hours until an emergency is resolved.

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- a. Staff may use the telephone to notify their families
- b. Staff shall take a fifteen (15) minute break after each additional 2.5 hours worked and a thirty (30) minute break for meals every four (4) hours.
- c. Staff shall be provided sleeping and leisure area separate from youth residential areas if they are unable to return home during emergencies.
3. Staff who are required to work during an emergency shall be compensated in accordance with 101 KAR 2:102 and the Fair Labor Standard Act.
4. Staff shall be charged leave without pay for failure to report during an emergency.

B. Maintenance On-Call Staff

The maintenance on-call staff shall be contacted for matters considered serious in nature and requiring the services of a maintenance employee. The maintenance on-call staff shall, after receiving a description of the incident, decide whether to report to the institution or contact another maintenance employee or vendor to resolve the problem.

C. Mental Health and Nursing On-Call Staff

The mental health and nursing on-call staff shall be contacted on weekends, holidays, and any other time not on-site if staff determines a youth's complaint to be serious in nature or consultation is necessary in order to carry out a youth's health care plan. The mental health or nursing on-call staff shall, after receiving a description of the complaint, decide whether to report to the institution or if it shall be necessary to direct the staff to seek treatment for the youth at an emergency care provider.

- D. On-call staff may be required to carry a cell phone if they are in an area where telephone access is readily available.
- E. The on-call staff shall have no more than 60-minute response time when called, unless policy requires a quicker response time for the position.
- F. Off-duty staff may be required to be available or "on-call".
 1. Staff shall receive compensatory time for phone calls and time spent at the office or facility.
 2. Travel time to and from the office or facility shall be compensatory time earned except for those trips that a staff would normally incur in relation to their scheduled shift.
 3. In a situation requiring the physical presence of the staff within the office or facility, mileage shall be reimbursed pursuant to Finance and Administration regulations if a state vehicle is not used.

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V. MONITORING MECHANISM

This activity shall be monitored by supervisory personnel and Administrative Managers.